

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK
POSITION VACANCY 17-02**

POSITION: Case Administrator

JOB TYPE: Two permanent, full-time positions available

LOCATION: Buffalo and Rochester, New York

CLOSING DATE: February 10, 2017, or until filled

SALARY: \$39,796 to \$66,743
Court Personnel System (CPS) Classification 25/01 to 25/61
Note: Generally, applicants start in the low to middle of the above range, based on qualifications and work experience.

Position Overview

The Office of the Clerk, U.S. Bankruptcy Court, is seeking a highly qualified individual with excellent automation and analytical skills to serve as a Case Administrator. The U.S. Bankruptcy Court is a technology progressive organization whose goal is to provide quality customer service. More than one position may be filled from this announcement.

Duties

Case Administrators manage the progression of bankruptcy cases and related adversary proceedings by maintaining official case records in an automated system, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks. Duties include: maintaining the accuracy of document summaries and conducting quality control assessments of cases filed through the courts' Electronic Case Filing system; opening cases, collecting fees, reviewing daily filing reports to verify receipt of electronic fee payments, making summary entries on the docket; managing cases to ensure timely progression by reviewing incoming documents to establish dates for calendaring of court hearings and examining documents to determine nature of action for appropriate follow-up, interacting with trustees and counsel; processing claims; processing case conversions; preparing cases for closing; assisting customers of the clerk's office by providing case status information and making case file documents available for inspection; communicating with public, court and bar in person, telephonically, and in writing regarding case related matters; providing instructions on proper filing procedures and on non-legal information.

Qualifications

Demonstrated experience in word processing, web-based environments, and data entry are required. Familiarity with electronic case filing, especially the CM/ECF (Case Management/ Electronic Case Filing) system, is desirable. Good judgment, the ability to apply concepts to determine what action needs to be taken, excellent oral and written communication skills, and good proofreading skills are essential. Candidates must be highly motivated, dependable, detail oriented and must be able to work in a multi-task, fast paced environment.

The applicant must be a high school graduate or equivalent. A bachelor's degree from an accredited college or university and experience in bankruptcy or a closely related field are preferred. In addition, applicant must have a minimum of two years general experience plus two years specialized experience involving use of automation skills, the use of specialized terminology and a demonstrated ability to apply a body of rules, regulations, directives or laws. Experience in a legal setting is highly desirable.

Benefits

Eligible employees may elect health, life, dental, vision, and long-term care options; participate in a defined benefit retirement plan; elect matching, tax-deferred and/or Roth Thrift Savings Plan options; elect flexible medical, dependent care and commuter benefits; participate in a transit subsidy program; receive paid holidays and leave; and access to Employee Assistance Programs.

Applicant Information

Applicants must submit a detailed résumé, AO78 Application for Judicial Branch Federal Employment (available at www.uscourts.gov), and a cover letter to: United States Bankruptcy Court, ATTN: Vacancy 17-02, Olympic Towers, 300 Pearl Street, Suite 250, Buffalo, NY 14202.

The United States Bankruptcy Court requires employees to adhere to a Code of Conduct which is available on the court's website at www.uscourts.gov. Only qualified applicants will be considered for this position. Only those applicants selected for an interview will be contacted and only applicants invited for a personal interview will be advised of the outcome of the selection process. The court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants selected for interviews must travel at their own expense and relocation expenses will not be paid. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States. As a condition of employment, the candidate selected for this position will be subject to a background check and subsequent favorable suitability determination. Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a one year probationary period. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, or to leave the position unfilled, any of which actions may occur without any prior written notice.

The U.S. Bankruptcy Court for the Western District of New York is an Equal Opportunity Employer.